

Wisconsin Department of Regulation & Licensing

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INSTRUCTION PACKET FOR PRIVATE SECURITY PERMIT

IMPORTANT NOTICE

Private security persons may not begin performing private security services for a private security company until they have received a permit from the Department of Regulation and Licensing. The filing of an application for a permit is not authorization to practice.

Enclosed are the forms to apply for a private security permit. Failure to submit all required documents will result in a delay of processing your application.

PROCEDURES

Every person who wishes to receive a permit as a private security person must file the attached "Application for Private Security Permit" (Form #2271). Applicants or their employers may photocopy the form, request forms from the Department, or download the application on the web at <http://drl.wi.gov>.

Private security personnel who are directly **employed** by businesses and industrial companies are not required to obtain a permit as a security person. "Employed" means that the business or industrial company controls the person's work, withholds state and federal taxes and complies with worker's compensation and unemployment compensation requirements.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. **Application for Private Security Permit (Form #2271):** Complete the enclosed application and attach the appropriate fee. Applicants have two choices for obtaining a permit and should check Section A or Section B on the application.

The Department will no longer issue temporary permits for applications received by mail. The Department will obtain a state and federal criminal records search on all applicants. The Department is usually able to obtain results within 2-3 days after the request for a criminal records search has been requested. If there is no criminal background history, a regular permit will be issued which will eliminate the need for a temporary permit.

Applications received in the office on an individual walk-in basis will be issued a temporary permit if the applicant so desires.

Section A – Temporary Permit and Regular Permit:

Check the box under Section A if a temporary permit is requested at this time. If the Department receives a satisfactory CIB name background check, a temporary permit will be issued to you. The temporary permit will expire in 30 days. After the Department receives the state and federal criminal record search and there is no criminal background, the Department will issue a regular permit. If the search reveals a criminal background, the applicant will be requested to submit further information or a Notice of Denial will be sent, as appropriate. Temporary permits will not be issued on applications received by mail. The total fee will be \$112 (\$53 initial permit fee; \$43 criminal records search; \$6 name background check and \$10 temporary permit fee).

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Section B: Regular Permit:

Check the box under Section B to request a regular permit. After the Department receives the state and federal criminal record search and there is no criminal background, the Department will send a regular permit. If the search reveals a criminal background, the applicant will be requested to submit further information or a Notice of Denial will be sent, as appropriate. The total fee will be \$96 ((\$53 initial permit fee and \$43 criminal records search).

2. **Fingerprint Cards:** Submit TWO fingerprint cards, properly completed pursuant to RL 31.03(1)(b), Wis. Admin. Code. Fingerprint cards sent to the Department must be those which have been printed by the FBI (blue ink) and by the CIB (green ink). The box labeled “ORI” toward the top of the FBI card or “ORI CONTRIBUTOR” toward the top of the DIB card must have the following preprinted information: W1013015Z, DEPT OF REG & LIC, MADISON, WI. Cards with a different contributor name are not acceptable. **All information on the cards must be typed or printed in blank ink.** Do not make any other notes on the cards for any internal purposes. The FBI will reject any fingerprint card that contains any highlighted areas (i.e., use of a highlighter pen to identify fields that the applicant should complete). Applicants must pay a \$43 fee for the state and federal criminal records search.
3. **Criminal History Checks Notice:** Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The Department of Regulation and Licensing does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.
4. The **Authorization for Release of FBI Information** (Form #2681) must be signed by the applicant and a witness and returned with the application.
5. **Photograph:** Submit ONE recent photograph of your head and shoulders only with your name printed on the photograph.
6. **Convictions and Pending Charges (Form #2252):** All applicants will be required to answer questions on the application about convictions of crimes, other violations and pending charges, in Wisconsin or any other state. The Department will obtain a state and federal criminal records search on all applicants.

If an applicant has **EVER** been convicted of one or more misdemeanors or other violations or has pending charges, and if the Department determines that the crimes or violations are substantially related to the practice of a private security person, the Department will not grant any kind of permit until it has received sufficient information to determine whether the permit should be granted, denied or limited. It is the responsibility of the applicant to provide complete information to the Department. Applications are deemed complete after submission of all relevant background information by the applicant. A certified copy of the police report, criminal complaint and judgment of conviction is required for each conviction.

If an applicant was **EVER** convicted of a felony in Wisconsin or any other state and not pardoned, the applicant’s application will be denied. There are no exceptions!

7. A private security person may only carry a firearm while on duty if he or she has completed the 36-hour initial training course and has obtained a firearms permit from the Department. Firearms permits will not be granted to holders of temporary permits. A private security person may never carry a concealed weapon while on duty, except that a private security person who is a peace officer, as defined in sec. 939.22(22), Stats., may carry a concealed weapon.

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8. Private detective agencies are required to inform the Department no later than 5 days after any change of employment of a private security person. The Department has prepared a "Notice of Change of Employment of Private Security Person" (Form #2323) for your convenience. Notices may be sent by mail or FAX (608-261-7083).
9. Permits must be renewed every 2 years. The next renewal deadline is August 31, 2006. Permits issued between July 1, 2006 and August 31, 2006 will expire on August 31, 2008.
10. The Department has developed rules which spell out some of the above requirements and address other related issues.

11. **Wisconsin Statutes and Administrative Rule**

A copy of the Wisconsin Statutes and Administrative Code relating to the Practice of Private Detectives and Private Security Persons is available on the web at <http://drl.wi.gov> or at most libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

The private security permit expires on August 31 of the even-numbered year. It may be renewed for a two-year period at that time.